

**POLICE LIEUTENANT**  
(Promotional Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory positions, the primary responsibility of which is assisting a Police Captain in managing the activities of a shift in the patrol division. Employees of this class assist in performing administrative, personnel management, and public relations functions for the shift, and both perform and supervise law enforcement functions on that shift. Police Lieutenants perform their duties with a high degree of independence, reporting to and having work reviewed by the Police Captain in charge of the shift. This class ranks directly below that of Police Captain.

**EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists a Police Captain in overseeing the activities of an assigned patrol shift. Assists in determining how to organize activities for the assigned shift, including how to deploy personnel. Assists in investigating complaints against shift subordinates and in formulating a recommendation for reply to the complaint. Answers questions from the news media or from the public about the operation of the police department or about any related areas of law enforcement operations.

Supervises subordinate shift employees. Holds meetings with subordinates for the purpose of receiving reports and disseminating information. Provides assistance to subordinates in technical areas of work. Maintains discipline as directed.

Supervises patrol activities, including handling disturbance calls, making initial investigations of complaints, protecting a crime scene, making arrests in accordance with the law, performing all required procedures for the booking of arrested persons, and providing testimony in court.

Supervises traffic control and accident investigation activities such as stopping vehicles whose drivers have committed traffic violations, issuing written citations, handling hazardous traffic situations, providing for unimpeded movement of traffic at critical times or in critical areas, conducting

investigations of traffic accidents, and preparing recommendations for correcting traffic related problems.

Supervises criminal investigation activities such as the location and collection of evidence which may be used to provide proof of a crime or which may be used to identify, locate, and prosecute perpetrators of crimes and interviewing persons who may have evidence or knowledge which might assist in locating evidence or suspects of crimes under investigation.

Supervises special tactical operations such as the handling of crowds at a crime or emergency scene or at any event involving large numbers of civilians, spectators, or participants and assisting in the direction of activities during natural disasters or other catastrophic events.

Supervises the patrolling of areas of the city where juveniles congregate in order to prevent or handle any problems that may arise involving juveniles.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a medical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Police Sergeant immediately preceding closing date for application to the board.

Must have completed not less than sixty (60) units of education equivalent to college credit hours or in-service police training.

This requirement to become effective at its adoption for all new employees hired after the adoption date and for all department members employed in the rank of Police Officer on January 1, 1975,

with the exception of those whose names appear on and are promoted from the Sergeant's eligibility list in existence on January 1, 1975.

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